

Filing Activity

TAB H

The man-hours shown include the filing of all administrative and substantive material including mat cards and special intelligence cards filing at division and branch level as well as individual files. Most analysts maintain their own substantive files. The high ratio in Chemistry and Medicine Divisions is accounted for by the extensive use of mat cards, while the Nuclear Energy Division uses a cross-index device. The low ratio in the Operations Staff is accounted for by not maintaining the large amount of substantive material such as is filed by analysts in substantive divisions. No standardized written procedure or guide was found prescribing a method of filing. The Intelligence Subject Code is in general use for coding with individual modifications. No established periodic review of selection of material to be filed, or provision for a periodic review of contents of files was noted. Most analysts have developed their own filing system and do some of the actual filing themselves.

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~~Security Information~~